

**WEST LAFAYETTE POLICE MERIT COMMISSION**  
**MINUTES**  
APRIL 10, 2006

The West Lafayette Police Merit Commission met in regular session at 7:32 pm in Council Chambers at City Hall on April 10, 2006. In compliance with the Indiana Open Door Law, notice of this regular meeting was sent to the press and copies of the meeting agenda and unapproved minutes of the March 13, 2006 Regular Meeting were available at a table adjacent to the entrance to the Council Chambers.

Police Merit Commission President Polles called the meeting to order and presided.

The Pledge of Allegiance was repeated.

**PRESENT:** Commissioners Don Corrigan, Sandra Dye, Larry Leverenz, John Polles, and Joel Weber.

**ALSO PRESENT:** Police Chief Marvin, Clerk-Treasurer Rhodes, Human Resources Director Foster, City Attorney Associate Hermes, one other member of the West Lafayette Police Department, one member of the public, and three members of the press.

**APPROVAL OF MINUTES**

Commissioner Weber's motion "that the minutes of the March 13, 2006 Regular Meeting be approved as distributed" was unanimously adopted.

**OLD BUSINESS**

**A. HIRING OF LEGAL COUNSEL:** Applications for the position of West Lafayette Police Merit Commission Counsel were received from Mr. Randy J. Williams of Ball, Eggleston, Bumbleburg, McBride, Walkey & Stapleton, PC and Mr. Wayne T. Szulkowski of Reiling Teder & Schrier, LLC. City Attorney Robert Bauman reported via an e mail that both would be qualified to serve as counsel. Commissioner Corrigan's motion "to hire Randy J. Williams for West Lafayette Police Merit Commission attorney" was unanimously adopted after discussion.

**B. FILLING OF PATROL OFFICER VACANCY:** Commissioner Weber's motion "to move to the next name on the Eligibility List based on information learned in Executive Session on the results of the applicant's background investigation" was unanimously adopted.

**C. COMPETITIVE PROMOTION EXAMINATION MATERIALS:** Commissioner Weber moved adoption of an "Amendment to West Lafayette Police Merit Commission Rules and Regulations, Article I, Section D. Maintenance of Records:

Add new paragraph

(6) Competitive Promotional Examination Materials. Competitive promotional examination materials include, but are not limited to:

- the computer program required to generate the examination
- the database of questions
- study guide materials
- sign up sheets to take the examination, with the location and time of examination clearly stated
- completed non-disclosure statements for all individuals taking the examination
- copies of all examinations given

The Industrial/Organizational Psychology Area of the Department of Psychological Sciences, Purdue University, will maintain the computer program and database, generate examinations and answer keys at the request of the Commission, conduct statistical analysis of examinations, and periodically update the database to keep it current with Indiana Code, West Lafayette Police Merit Commission Rules and Regulations, and West Lafayette Police Department Standard Operating Procedures. Other competitive promotional examination materials will be maintained by the Human Resources Director in the Office of Human Resources.

*Add the following sentences to the end of V.D.(1), after "...for those taking the exam."*

Members seeking promotion will sign up for the examination in the City of West Lafayette Human Resources Office. Study guide materials may be loaned to individuals who sign up for the examination." After discussion, Commissioner Leverenz proposed an amendment "to add after '...and West Lafayette Police Department Standard Operating Procedures' the words 'and copies of all examinations given.'" The amendment was defeated by a vote of 3 to 2. The motion was adopted by a vote of 3 to 2.

D. ASSIGNMENTS AND PROCEDURES FOR MAY 13 LIEUTENANT COMPETITIVE PROMOTIONAL EXAMINATION: Commissioner Dye moved "to hold the May 13 examination in the Police Training Room from 3 to 5 pm." The motion was unanimously adopted after discussion. The following additional responsibilities for the administration of this promotional examination were made: Commissioner Corrigan will proctor, Commissioners Polles and Weber will grade, and Commissioner Weber will pickup the exams from Professor Jessica Foster and deliver them to the examination location on the day and time of the exam.

## NEW BUSINESS

- A. DATES FOR LIEUTENANT INTERVIEWS, SERGEANT AND CAPTAIN COMPETITIVE PROMOTIONAL EXAMINATIONS, AND NEW CANDIDATE INTERVIEWS: After discussion, Lieutenant promotional interviews will be held on Monday, May 22, 2006 at 7 pm in the Police Front Conference Room. The Sergeant and Captain competitive promotional examination will be given on June 10, 2006 in the Police Training Room from 3 to 5 pm. The Sergeant and Captain promotional interview dates will be determined at a future meeting. Chief Marvin reported that the fitness test and written examination for new applicants will be given on Saturday, May 20, 2006 and that approximately two weeks are required before the results of the written examination are available. The date of Commission interviews will be determined at a future meeting.
- B. REVISIONS TO MERIT COMMISSION RULES AND REGULATIONS: Commissioner Weber moved to "Revise Article I.B. (6) a) on page I-1 to read, *"keep the minutes of all meetings."*" After discussion, Commissioner Corrigan moved "to table the motion." The motion to table was approved by a vote of 3 to 2. Commissioner Polles requested commissioners review the proposed revisions, which had been available to all commissioners for some time prior to the meeting, for discussion at the next regular meeting.
- C. POSTING OF POLICE MERIT COMMISSION MINUTES ON THE CITY OF WEST LAFAYETTE WEB SITE: Commissioner Weber moved "that approved Police Merit Commission meeting minutes be posted on the City of West Lafayette web site starting with the March 3, 2006 meeting." The motion was unanimously approved after discussion.
- D. "MILESTONE AND SUSPENSE" CALENDAR: Commissioner Weber shared with the other commissioners a listing of Police Merit Commission periodic events that are specified in the Rules and Regulations. It was recommended that other commissioners review and identify any additional items that may have been inadvertently overlooked for this event tickler.

## ITEMS FROM THE FLOOR

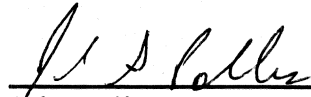
City Attorney Associate Hermes recommended that, since both legal counsel applicants are qualified, consideration could be given to using the other applicant as a conflicts counsel in case a conflict of interest arises with the commission counsel in a particular case.

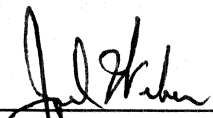
## PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting adjourned at 8:52 pm.

  
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John Polles  
President

  
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Joel Weber  
Secretary

WEST LAFAYETTE POLICE MERIT COMMISSION  
Meeting Agenda, 10 April 2006  
7:30 P.M., Council Chambers, City Hall

**Opening**

Pledge of Allegiance  
Roll Call  
Approval of Minutes for Meeting on 13 March 2006

**Old Business**

Hiring of Legal Counsel (Polles)  
Filling the patrol officer vacancy (from Executive Session) (Commissioner Polles)  
Maintaining/storing and administrative use of the competitive promotion examination material. (from Executive Session) (Commissioner Weber)  
Assignments and procedures for the May lieutenant's exam (Polles & Commissioner Dye)

**New Business**

Dates for lieutenant interviews, sergeant and captain exams, and new candidate interviews (Polles)  
Proposed revisions of the Merit Commission's rules and regulations (Weber)  
Posting of Minutes on our web site (Weber)  
'Milestone and Suspense' calendar (Weber)

**Items from the Floor**

**Public Comments**

**Adjournment**